



KENT COUNTY EMPLOYMENT OPPORTUNITY

Kent County Human Resources Department, County Administration Building,
300 Monroe Avenue NW, Grand Rapids, MI 49503

Telephone: (616) 632-7440

Fax: (616) 632-7445

www.accesskent.com/jobs

Circuit Court Clerk (Alternative Dispute Resolution)

Circuit Court

180 Ottawa Avenue NW

\$14.63/hr. Full-Time

Job Responsibilities

In order to be considered for this position an assessment test must be successfully completed. Candidates must call (616) 632-7440 to schedule the assessment test which includes a typing speed test (50 wpm with 5 or less errors), Microsoft Word and Excel. Applications will be returned if an assessment test has not been successfully completed prior to the position closing date.

The successful candidate will provide skilled and complex legal clerical duties related to the support of the Circuit Court. Specific duties may include, but are not limited to, court-related issues in the Alternative Dispute Resolution area of the Case Management Department. General duties may include a variety of responsibilities that include scheduling, correspondence and document preparation for the Circuit Court. Individual may perform clerical duties both in and outside of the courtroom and will be responsible for assisting and/or performing the duties of other Case Management or judicial staff as needed.

Job Requirements

High school graduate or equivalent with additional legal clerical training. Considerable related work experience in a court system or experience in a similar environment that includes responsibility for preparing and maintaining legal documents and reports. Desire an individual with a thorough working knowledge of the role of the Circuit Court and its jurisdiction, operations, policies and procedures. Individual must have good oral and written communication and judgment skills, and be able to work independently. Must be able to type 50 wpm.

Candidates must submit a Kent County Application for Employment by December 9, 2005.

ALL APPLICATIONS MUST BE RECEIVED NO LATER THAN 5:00 P.M. ON THE DATE THE POSITION CLOSES.

Kent County Is An Equal Opportunity Employer Committed To A Diverse Workforce.

"Kent County...where diversity and inclusion matter."